

Scope and Purpose

An Operational Fire Permit is required to operate exhibits and trade shows and other similar events when the operation is not a condition of a certificate of occupancy. The City of Everett requires facilities to meet specific life safety standards when hosting these types of events. This document is intended to be used by those facilities which have the ability to hold indoor exhibitions, trade shows and similar events or any facility holding an A-2 or A-3 occupancy classification able to hold such events.

Definition

Exhibits and Trade Shows / Special Assemblies - Exhibits and trade shows are defined as any event with temporary vendor displays or booths. Also indicated would be any assembly event set up that deviate from the normal use of the space, to include sectioning off to reduce the size of the original space or a configuration which obstructs the exits within the space.

Fire Permit Application

The following documentation shall be submitted 14 days prior to the start of the proposed event:

- Online Permitting Portal <https://onlinepermits.everettwa.gov/etrakit/default.aspx>
- Site Plan drawn to scale outlining set up. The plan shall include the following:
 - The means of egress.
 - The location and widths of exits and aisles.
 - The location of exit signs.
 - The total square footage (square meters) of spaces.
 - The location and arrangement of all booths and cooking equipment.
 - The location of any covered or multiple-level booths.
 - The location of all fire protection equipment.
 - The type and location of any heating and electrical equipment, where applicable.
 - The storage locations and quantities of any highly combustible goods.
 - The location and type of any vehicle displays, where applicable.
- A Fire Safety and Evacuation Plan shall also be provided prior to the approval of any permits.

Permit and Inspection Fees

Operational Fire Permits for Exhibits, Trade Shows & Special Assemblies -
<https://www.everettwa.gov/306/Fire-Permits>

Fire Safety and Evacuation Plan

A fire safety and evacuation plan shall be provided in accordance with the following and Section 404.2 of the International Fire Code.

Exception: Where the fire code official determines that the nature of the exhibition, display or the activities therein does not pose an increase hazard to public safety.

Fire evacuation plans shall include but not limited to the following:

1. Exits.
2. Primary evacuation routes.
3. Secondary evacuation routes.
4. Accessible Egress routes including areas of refuge and exterior areas for assisted rescue.
5. Manual fire alarm boxes.
6. Portable fire extinguishers.
7. Fire alarm controls.
8. Procedures for employees, including procedures for accounting for employees.

Fire Protection Equipment

- Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times.
- Fire sprinkler equipment and discharge patterns shall not be obstructed at any time.
- Fire Alarm devices such as horn/strobe units and fire alarm pull stations must be accessible and visible from any locations within the event space.
- Fire department connections must not be obstructed either visibly or physically at any time.
- If due to event activities such as pyrotechnics, the fire alarm system is required to have devices impaired or bypassed the following shall comply:
 - The fire code official shall be notified prior to the activity.
 - Procedures are in place for the reactivation of the system after the activity has ended.
 - An approved fire-watch shall be in place during the impairment.

Means of Egress

Means of egress from the indoor trade show, exhibition area, or other special assembly shall comply with the following and any other applicable codes.

- The design of means of egress shall take into consideration the layout of exhibits, seating, activities, and the anticipated crowd movement during the event.
- Exit doors shall not be blocked in any manner at any time. Exit doors shall be kept clear from obstructions that would prohibit or limit their full use and movement and shall not be blocked open unless normally permitted.
- Aisle widths shall provide sufficient egress capacity for the number of persons accommodated by the catchment area served by the aisle.
- Aisles shall be kept clear from obstructions at all time and shall be kept uniform throughout.

- Exit signage must be visible from any location within the event space. If exit signage is obstructed from view, temporary exit signage must be provided.
 - Examples of obstruction to exit signage include but not limited to curtains, drapes, screens, posters, etc.

Crowd Managers

Where events involve a gathering of more than 1,000 people, or as required by the fire code official, trained crowd managers shall be provided.

Number of crowd managers

- Minimum of one crowd manager for every 250 persons.
- The minimum number of crowd managers may be reduced to one for every 500 persons where the facility is equipped throughout with an approved automatic sprinklers system.

Security personnel may be utilized as crowd managers as long as they are provided with the appropriate responsibilities and training.

Trained crowd managers

Training for crowd managers shall be conducted by an approved training program. Online training program from an approved training program are acceptable. A copy of an approved certification shall be provided to the fire code official upon request.

Duties of a crowd manager

The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Direct and assist the event attendees in evacuation during an emergency.
4. Assist emergency response personnel where requested.
5. Other duties as specified in the fire safety plan.

Fire Watch

Where, in the opinion of the fire code official, it is essential for public safety in a trade show, exhibition, or other special assemblies, either because of the number of persons present or because of the nature of the performance, exhibition, display or activity, one or more approved fire watch personnel shall be provided.

Fire watch times

The approved fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted. All fire watch timelines will be set by the fire code official.

Duties of the fire watch

On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
3. Take prompt measures to assist in the evacuation of the public from the structures.

Proximate Pyrotechnic Displays (Indoor Fireworks)

A fire permit is required for Proximate Displays of fireworks and shall be submitted a minimum of 14 days prior to your event. Permit application for a Proximate Display can be found at <https://onlinepermits.everettwa.gov/etrakit/default.aspx>

Open-Flames and Candles

For information on open flames and candles please see “Fire Permit – Open Flames and Candles”.

Covered Booths

Covered Booth – An exhibit that has an obstruction placed over the exhibit above floor level that resembles a roof, canopy, tent or other obstruction, other than vertical signs or banners. All covered booths shall comply with the following:

- Covered booths are not permitted to be located in rooms where the ceiling height is less than 20 feet.
- An approved automatic sprinkler system shall be provided in covered booths, covered kiosks, canopies, displays, concession stands or equipment that exceeds 100 square feet.
- Each covered booth with a floor area exceeding 120 square feet shall be provided with a minimum on one smoke alarm.

Liquid Propane Gas Containers

Liquid propane (LP) gas containers shall comply with the following;

- LP-gas containers exceeding 12 pounds of water capacity shall be prohibited.
- Where more than one LP-gas container is present in the same area, the aggregate weight of all containers in the area shall not exceed 12 pounds of water capacity.
- Equipment for LP-gas containers shall be securely fastened in place to prevent unauthorized movement.
- Spare LP-gas containers not connected to an approved appliance shall be stored in a location and manner approved by the fire code official.

Cooking and/or Warming Devices

Cooking and/or warming devices as well as heated products used outside of a commercial kitchen may be used under the following circumstances:

1. The devices shall be electric and shall be approved by a recognized testing laboratory (i.e. UL, FM).
 - a. Note: Sterno may be used for warming trays.
2. The devices shall be separated from the public by either placing the device a minimum of 4 feet back from the front of the booth, or by providing a Plexiglas shield between the cooking and/or warming device and the public.
3. Individual devices shall not exceed 288 square inches of surface area (i.e. 12 inches x 24 inches).
4. The table surface holding the device shall be of noncombustible material.
5. A minimum of 2 feet shall be kept between cooking devices.
6. Combustible materials shall be kept a minimum of 2 feet away from any device.
7. Cooking devices require a minimum of a 20BC fire extinguisher.
8. Warming devices require a minimum of a 2A10BC fire extinguisher.

Electrical Conditions

Service Outlets

Service outlets are outlets/power supplies that are provided by facility staff that comply with the following:

- Electrical Code
- Grounded
- Sized appropriately
- Has the correct ampacity
- Protected against environmental and physical damage.

A minimum of one service outlet shall be supplied for each exhibit and or covered booth.

Multiplug Adapters

Acceptable Multiplug adapters include power strips, surge protectors, power taps, and fixed multi-outlet adapters that comply with the following:

- Polarized or grounded.
- Equipped with overcurrent protection.
- Listed in accordance with UL 1363.
- Directly connected to a permanently installed receptacle or approved service outlet.
- Shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

Extension Cords

When using an extension cord, all of the following shall apply:

- Extension cords shall be plugged directly into an approved receptacle, power tap or multiplug adapter and, except for approved multiplug extension cords, shall serve only one portable appliance.
- Extension cords shall be grounded where serving grounded portable appliances.
- Extension cords shall be protected against environmental or physical damage.

- The ampacity of the extension cords shall be not less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.

Fire Extinguishers

- Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel.
- Exhibitor must provide at least one 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.
- Class K extinguishers must be provided for any cooking that involves cooking grease.
- Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided means shall be provided to indicate the locations of extinguishers.
- All fire extinguishers whether within the facility normally or brought within the facility by vendors must be currently inspected and tagged by service personnel possessing a valid license.

Fueled Equipment other than Vehicles

Fueled equipment other than vehicles, but not limited to, motorcycles, mopeds, lawn-care equipment, portable generators and portable cooking equipment, shall not be stored, operated or repaired within a building.

Exception:

1. Buildings or rooms constructed for such use in accordance with the International Building Code.
2. Storage of equipment utilized for maintenance purposes is allowed in approved locations where the aggregate fuel capacity of the stored equipment does not exceed 10 gallons and the building is equipped throughout with an NFPA 13 automatic sprinkler system.
3. Displaying for the purpose of advertisement or retail, provided that the equipment is not operated within the building and does not contain any fuel.

The fire code official is authorized to require removal of fueled equipment from locations where the presence of such equipment is determined by the fire code official to be hazardous.

Vehicles

The display of liquid- or gas- fueled vehicles, boats or other motor craft in indoor trade shows and exhibition areas shall comply with the following;

Batteries in Vehicles

Vehicle batteries shall be rendered inoperable. Batteries in liquid- and gas-fueled vehicles shall be disconnected. Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other approved methods but shall not be required to be disconnected.

Vehicle Fuel

Vehicle fuel shall comply with the following;

- Vehicles shall not be fueled or defueled within the structure.
- Vehicle fuel tanks shall contain not more than one quarter of the tank capacity or 5 gallons of fuel, whichever is less.
- Vehicle fuel systems shall be inspected for leaks prior to the vehicle being brought into the structure.
- Vehicle fuel tank openings shall be locked and sealed to prevent the escape of vapors.

Obstruction by vehicles

Vehicles shall not be located in such a manner that they obstruct a means of egress.

Gas-powered vehicles

Compressed natural gas (CNG), liquefied petroleum gas (LPG) or hydrogen-powered vehicles present in indoor trade shows and exhibition areas shall comply with the following;

- Shutoff valves shall be closed, and the engine shall be operated until it stops. Valves shall remain closed until the vehicle is removed.
- The hot lead of the battery shall be disconnected.